

Appendix 1**Work Programme
Business Support Overview and Scrutiny Committee**

Policy framework documents: Council Plan, Sustainable Community Strategy and Gambling Policy Statement

Item	Work type	Responsible officer	Objectives
25 AUGUST 2016			
Six Month Review of Welfare Reform Task Group Review	Policy Development	Chief Finance Officer	To consider a six monthly review of the Welfare Reform Task Group Review.
27 OCTOBER 2016			
Annual Review of the Risk Management Strategy and 6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the annual review of the Council's Risk Register.
Council Plan Quarter 1 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 1.
Procurement Strategy	Other	Chief Legal Officer	To scrutinise a six month update on the implementation of the Procurement Strategy.

Item	Work type	Responsible officer	Objectives
Capital and Revenue Budget Monitoring – Quarter 1	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 1
1 DECEMBER 2016			
Portfolio Holder for Corporate Services	Holding to account	Councillor Mackness	To hold the Portfolio Holder to account on performance against his portfolio.
Update on Medway NORSE	Other	Chief Legal Officer	To scrutinise the quarterly update on the Council's joint venture with NORSE
Council Plan Performance Monitoring Quarter 2 2016/17	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for Quarter 1.
Capital and Revenue Budget Monitoring 2016/17 – Quarter 2	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 2
Draft Capital and Revenue Budget 2017/2018	Budget and policy framework	Chief Finance Officer	To scrutinise the Draft revenue and capital budgets 2017/2018

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Housing Strategy Annual Review	Budget and policy framework	Director Regeneration, Culture, Environment and Transformation	The Housing Strategy 2015-18 was approved by Cabinet in December 2014. This report reviews and assesses progress against the targets in the Strategy.
31 JANUARY 2017			
Deputy Leader and Portfolio Holder for Housing and Community Services	Holding to account	Councillor Doe	To hold the Deputy Leader to account on performance against his portfolio.
Portfolio Holder for Business Management	Holding to account	Councillor Turpin	To hold the Portfolio Holder to account on performance against his portfolio.
Six Monthly Review of Welfare Reform Task Group Review	Policy Development	Chief Finance Officer	To consider a six monthly review of the Welfare Reform Task Group Review.
Housing Revenue Account - Capital and Revenue Budgets 2017/2018	Budget and Policy Framework	Chief Finance Officer/Head of Housing Management	This report presents the HRA capital and revenue budgets for 2017/18 and provides details of proposed rent and service charge levels
Draft Capital and Revenue Budgets 2017/18	Performance Reviews	Chief Finance Officer	To scrutinise the draft Capital and Revenue Budgets 2017/18

Item	Work type	Responsible officer	Objectives
Draft Capital and Revenue Budget Proposals 2017/18 (Report back from other Overview and Scrutiny Committees)	Performance Reviews	Chief Finance Officer	To consider comments and recommendations of all Overview and Scrutiny Committees on the initial budget plan for 2017/18 proposed by Cabinet.
Council Plan Review	Performance Reviews	Assistant Director, Transformation	To scrutinise the proposed refreshed targets and projects prior to consideration by Cabinet and full Council
Housing (Demand, Supply and Affordability) Task Group – Update on progress	Policy Development	Assistant Director Physical and Cultural Regeneration	To receive an update on progress in implementing the Task Group's recommendations
13 APRIL 2017			
Council Plan Quarter 3 Performance Monitoring	Performance Reviews	Assistant Director, Transformation	To scrutinise the Council Plan monitoring report for quarter 3.
Capital and Revenue Budget Monitoring Round 3	Performance Reviews	Chief Finance Officer	To scrutinise the Capital and Revenue Budget Monitoring for Round 3
6 Monthly Review of the Council's Corporate Risk Register	Other	Director Regeneration, Culture, Environment and Transformation	To scrutinise the 6 monthly review of the Council's Corporate Risk Register.

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Leader of the Council	Holding to account	Councillor Jarrett	To hold the Leader to account on performance against his portfolio.
Portfolio Holder for Resources	Holding to account	Councillor Gulvin	To hold the Portfolio Holder to account on performance against his portfolio.
DATE TO BE DETERMINED			
Medway Responsible Gambling Partnership and the self-exclusion scheme.	Other	Chief Legal Officer	To receive an update on the work of the Partnership and the gambling self exclusion scheme
Lessons learned from the procurement process for the purchase of specialist cremator supplies	Other	Chief Legal Officer/ Director Regeneration, Culture, Environment and Transformation	To scrutinise the report on the lessons learned